

Build Your Work Management Skills: Setting Goals via LOC Learn

Build Core Competencies via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Work Management: Setting Goals." Please select a learning resource below:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Effective Goal Setting	Video, 2:18 minutes	Dorie Clark	How do you put a priority on the most important things you need to do when you have so many different things to do? Dorie Clark shares three essential strategies for setting goals.
S.M.A.R.T. Goals	Video, 3:08 minutes	Heide Abelli	Changing a long-held habit can be difficult, but applying the S.M.A.R.T. method gives you an edge.
Achieving Smart Goals	Video, 2:03 min	Marcia Reynolds	Smart goals—specific, measurable, achievable, relevant, and time bound—are dumb when “achievable” and “relevant” are overlooked. The individual must see the final result and feel it’s good for him or her.
Achieve Goals with If – Then Plans	Video, 4:22 minutes	Heidi Grant Halvorson	Goals like lose weight and exercise more are too vague. Increase your chances of achieving goals by pairing specific conditions with specific actions. If it’s 3:00 I will walk up and down three flights of stairs — exactly what to do, and when and where to do it.
Setting Goals in Four Dimensions	Video, 4:32 minutes	Allison Rimm	Write down your priorities for the short, medium, and long terms in four major categories: your career, your relationships and family, your role in the community, and as caretaker of your mind, body, and spirit. Review and rebalance the priorities periodically.
Reevaluating Goals	Video, 2:42 minutes	Dorie Clark	Goals are important. It’s also important to know when to give them up.
Inspiration As The Catalyst for Goals	Video, 4:13 minutes	Myles Downey	The energy that comes from inspiration is far better than the energy that comes from obligation and duty. Myles Downey talks about how to use inspiration to set goals.
Achieving Goals: Define and Surpass Your High Performance Goals	Book, 61 pages	Kathleen Schniele	By following through and completing what you've set out to do, you can truly outperform your competitors. This comprehensive guide shows you how to set smart goals for yourself and your employees, help employees meet their objectives, measure progress, and more.